

Position Title:	Director Community, Recreation and Cultural Services
Position Number:	1004
Division:	Community, Recreation and Cultural Services
Section:	Executive Leadership Team
Grade:	18

Primary Purpose

The primary objective of the executive team is to ensure Orange City Council meets the needs of its residents by providing customer focussed, high levels of service. The executive team comprises the Chief Executive Officer and Directors.

As part of the executive team the Director Community, Recreation and Cultural Services will help establish the strategic direction of Council. The position is responsible for translating the strategic direction into operational plans for the Community, Recreation and Cultural Services Division, and for ensuring the plans are achieved. The position is also responsible for ensuring that information from the implementation of the operational plans is fed back into the strategic decision-making process.

The Director will be expected to direct and lead staff, and manage the entire Community, Recreation and Cultural Services Division's resources to achieve day-to-day effectiveness and efficiency within the Division and across Council

Position Requirements

- Tertiary qualifications in a relevant discipline, coupled with significant executive experience leading large, complex infrastructure or technical service portfolios.
- Familiarity with issues relating to community and key focus areas and ideas to support the future.
- Demonstrated ability to provide leadership, motivate and manage a team in an environment of continual change.
- Strong communication skills (both written and oral) and well-developed interpersonal skills including the ability to deal and communicate effectively with elected members, businesses, regional organisations, local community interest groups and the general public.
- Able to plan and organise the achievement of multiple priorities without neglecting any.
- Understanding of local government operations, legislative requirements, and regulatory environments.
- Commitment to modelling Council's values and maintaining high ethical and professional standards.
- Satisfactory Criminal Record Check.

Key Accountabilities/Duties

- The Director Community, Recreation and Cultural Services is responsible for the development of strategic direction and management of operational implementation in the following areas:
 - City Presentation (Horticultural Services, Sport and Recreation, Open Spaces)
 - Central West Libraries (Orange, Blayney, Canowindra, Cowra, Forbes, Manildra, Molong, Grenfell)
 - Performing Arts and Venues (Theatre, Function Centre)
 - Aquatic Centre
 - Community Services (Children's Services, Disability Services, Community Development, Ageing/Sector Support, Traffic Safety Education)
 - Gallery
 - Museum
- Develop strategies for the effective delivery of cost-efficient services to meet specific needs of Council and the wider community.
- Develop strong networks external to the Council in order to maintain an awareness of community needs and expectations.
- Maintain an awareness of industry issues, trends and best practice principles to ensure efficiency and competitiveness of the services provided.
- Ensure ecologically sustainable development principles and practices are applied in the management, development and design of operations, assets and infrastructure in the City of Orange
- Undertake all duties as delegated by Council/the Chief Executive Officer, and any obligation imposed by the Local Government Act 1993 or other relevant legislation.
- Develop, present and monitor organisational budgetary plans, reporting on expenditure against approvals.

Operational direction and policy development

- Develop operational and strategic plans and objectives which align with vision, values and Council's Strategic Plan.
- Establish and implement policies and practices which facilitate the implementation of the Operational/Delivery Plan which ensure staff are aware of and adhere to.

Service delivery

- Develop measures to monitor and review service delivery standards.
- Develop and implement improvements to service delivery.
- Provide appropriate feedback and take appropriate remedial action to address less than satisfactory service delivery.
- Monitor and assess Councillor and community expectations of service provision.

Relationship Building

- Participate in Council and appropriate committee meetings.
- Participate in meetings of Council's management.
- Facilitate communication between Councillors and staff ensuring Councillors are given adequate support.
- Respond appropriately to needs, queries and requests from the Mayor and Councillors.
- Build effective working relationships with appropriate community groups and industry bodies.

Asset Management

- Take a proactive approach to total asset management.
- Assess and develop strategies to match assets with operational requirements.
- Aim for value for money in the acquisition and disposal of assets.

Leadership

- Gain employee motivation and commitment to continuous improvement and productivity gains.

- Completes the performance reviews of staff on time and in the correct manner.
- Provides training and development activities for staff to enhance their personal and professional development
- Conducts regular staff meetings, and communicate key corporate goals, objective and priorities
- Takes disciplinary actions as required, and achieves appropriate levels of industrial harmony, including sound relationships with employee bodies.
- Ensures the provision of a safe and healthy working environment including obligations as an Officer under the relevant legislation.
- Develops a team focus, recognising and encouraging innovation and achievement.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Ownership - Expert "Innovates it" <i>Take responsibility and ownership of work and delivering to quality standards</i></p> <ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes
Relationships	<p>Communicate and Engage - Expert "Innovates it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Puts forward compelling arguments • Explains complex concepts appropriately for diverse audiences • Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure • Invites, actively listens and responds respectfully to questions, comments and suggestions <p>Team Work - Expert "Innovates it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i></p> <ul style="list-style-type: none"> • Communicates the expectation of collaboration across the organisation • Celebrates successful outcomes of collaboration across the organisation, region and sector • Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector • Develops respectful relationships with stakeholders who hold different, even directly conflicting, views • Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds <p>Influence and Negotiate - Expert "Innovates it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
Results	<p>Plan and Prioritise - Expert "Innovates it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Sets and communicates organisational objectives, ensuring these are the focus for planning activity • Considers the organisation's long term role in the community and region when planning • Ensures that a governance framework enables high quality strategic, corporate and operational planning • Ensures effective governance of program and project management, including acceptance of new initiatives

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Workforce Leadership	<p>Inspire Direction and Purpose - Expert "Innovates it"</p> <p><i>Communicate organisational goals, priorities and vision and recognise achievements.</i></p> <ul style="list-style-type: none"> • Articulates a shared vision of the organisation's future, described in measurable terms • Champions the organisational vision and strategy, and communicates the way forward • Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation • Communicates the context and parameters surrounding organisational strategies • Celebrates success and high performance and supports regular workplace activities to build a positive culture

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	